

April 15, 2004

## NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Bay Trail Planner (P2/P3), Job Number 04-129.

### **Bay Trail Planner (P2/P3)**

**SALARY RANGE:** \$4,168 – \$6,042/mo., depending on education and experience. Excellent benefits including up to \$100/mo. reimbursement for public transit costs, California Public Employees Retirement System with 7% employee contribution paid by ABAG.

**ASSIGNMENT:** The Bay Trail Planner performs a wide variety of professional and technical planning assignments related to implementing the San Francisco Bay Trail. Typical tasks include: coordinate with local government, special districts, agencies and private entities on trail development; conduct basic research and field surveys; review plans and environmental documents to determine consistency; accurately assess a project or development proposal and identify potential barriers to trail development and strategies to overcome obstacles; represent the Bay Trail Project at various meetings and events; maintain communication with related agencies; and administer construction and planning grants to local governments.

The P3 position requires additional background and expertise in planning and/or grant administration including contracting, project tracking and management.

Key requirements: knowledge of principles and practices of local and regional planning and development; environmental review, including CEQA; excellent written and verbal communication skills; creative problem-solving; good organization and documentation skills; a desire to work as part of a team; the ability to establish and maintain good working relationships with agency partners; and an ability to take initiative and exercise good judgement.

Preferred skills include: familiarity with bicycle, trail or recreational planning and site design; GIS mapping; nonprofit or community outreach experience; media outreach; and preparing grants or proposals.

**EXPERIENCE/ EDUCATION:** A typical way to obtain the required knowledge and experience would be:

- 1) BA/BS from an accredited college or university with major course work in urban planning or related field.
- 2) Minimum of one year of relevant professional experience for P2 position, minimum of three years of relevant professional experience for P3 position.

**SUPPLEMENTAL QUESTIONNAIRE AND AN AGENCY APPLICATION IS REQUIRED** AND MAY BE OBTAINED AT <http://www.abag.ca.gov/bayarea/commerce/globe/globe.html> OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 04-129, 101 8TH STREET, OAKLAND, CA 94607-4756. FOR INFORMATION CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.

Name: \_\_\_\_\_

**BAY TRAIL PLANNER (P2/P3)  
SUPPLEMENTAL QUESTIONNAIRE  
JOB NUMBER 04-129**

To assist us in evaluating candidates, please provide brief responses to the following questions and attach to your Application for Employment. Use additional pages as necessary.

1. Explain your familiarity with public planning and implementation processes.
2. Briefly relate your experience working with citizen groups, nonprofits or elected officials to accomplish a goal.
3. Briefly describe any special skills or qualifications as they relate to this position.